

TAB

~~SECURITY INFORMATION~~

PROCEDURE FOR EXECUTION
OF JOT MILITARY PROGRAM

PERSONALITIES

TELEPHONE

CHIEF/JOT

2761

LIAISON OFFICER

2262

PLACEMENT OFFICER/OTR

3183

PERSONNEL OFFICER/OTR

3078

ASST TO CHIEF/JOT

2761

1. The Office of Training will select the JOT/OCS candidates and forward an appointment action requesting provisional and full clearance. The Placement Officer/OTR will interview these candidates at which time he will familiarize them with the JOT/OCS program.
2. Heads of Offices, other than OTR, desiring to recommend an employee for the OCS Program, should do so by request in writing to the Director of Training outlining the military training desired for the individual concerned. The information contained in this request must be incorporated into the subsequent letter to the Service requesting the training of this individual.
3. If the Candidate is a JOT, the Ch/JOT, in interview with candidate, will determine the desired Service and service pattern. This will be done as follows:
 - a. Placement Officer will send Candidate to Chief/JOT for interview. The Asst to Ch/JOT will receive the Candidate and give him a comprehensive outline of available military programs attempting to answer all questions concerning military service and the part played by the Agency in executing the program.
 - b. Chief/JOT will interview Candidate with special regard to the following subjects:
 - 1) Service desired
 - 2) Probability of success, psychologically, etc.
 - 3) Background for military service
 - 4) Agency and OTR expectations concerning Candidate's military service
 - 5) Importance of Military service to future career of Candidate
 - 6) Draft status and possible requirements for waiver, etc.

~~SECURITY INFORMATION~~

~~CONFIDENTIAL~~
SECURITY INFORMATION

- 7) Chief/JOT and Candidate will reach agreement on program
4. Candidate will normally enter BIG or other training program for several weeks.
5. If it is considered necessary or if the Candidate is from another Office, the Asst to Ch/JOT will arrange for tests with Office of Assessment and Evaluation. Hrt. 8522.
 - a. If Candidate is from another office, the results of his tests will be considered by Ch/JOT and his eligibility for OCS Program will be initiated at this time.
 - b. If Candidate is from another Office, his military service, as outlined in the letter from the Chief of his Office, will be discussed with him, jointly, by Military Liaison Officer and Asst to Ch/JOT. Phasing of his program will be initiated at this time.
 - c. It will also be determined at this time, when the Candidate desires to enlist and when he plans to withdraw from the Agency.
6. If Candidate is JOT, his military program will be planned while he is in BIG. At this time it will be determined:
 - a. When the Candidate should enlist
 - b. Desired OCS class
 - c. The program necessary to allow sufficient time for processing and basic training before beginning of the OCS class desired.
7. Letter prepared by Asst to Ch/JOT to the Service concerned requesting military training of Candidate.
 - a. All letters to Mr. Baird, D/TR, for signature via Ch/JOT
 - b. After letter returns with D/TR's signature, letter is hand carried by Asst to Ch/JOT to Liaison Officer, Maj. [REDACTED] for transmissal to Service concerned.
 - c. [REDACTED] will take care of liaison, examination, enlistment, etc., but, when applicable, will relay enlistment authorization to Office JOT for transmissal to the Candidate.
8. Separation. Arrangements should be made at least one week in advance with [REDACTED] Personnel Officer/OTR, to separate JOT/OCS Candidate.
9. Exit interviews will be conducted with departing Candidate on the last day. At this time, Candidate:
 - a. Reads and signs Service Training Agreement and Log.
 - b. Is given copies of his enlistment authority (if Air Force)
 - c. Is given unclassified information summary.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~
SECURITY INFORMATION

d. Is briefed on following topics:

- 1) Necessity for Candidate making his best effort
- 2) Warned on failure to complete OCS
- 3) Re-employment rights
- 4) Keeping in touch with us
- 5) Security
- 6) See personnel officer
- 7) See [REDACTED]
- 8) Call [REDACTED] in case of emergency.

25X1A9a

10. Asst to Ch/JOT conducts correspondence with JOTs during military training in name of Ch/JOT. All correspondence via Ch/JOT. If JOTs run into administrative trouble, Asst to Ch/JOT takes problem to [REDACTED].

25X1A9a

11. Asst to Ch/JOT keeps log on the military training status of JOTs.

12. He also keeps log on over-all status of JOTs who have returned to Agency from military training.

25X1A9a

13. Asst to Ch/JOT checks with [REDACTED] at least 6 weeks before end of each military training cycle for each trainee to assure that military orders are out or are being out according to their program.

14. He reports all changes of status of training of JOTs in military to Maj [REDACTED] Office as they occur.

25X1A9a

15. He should report status of training of JOTs who have returned to the Agency and are participating in Agency programs or have been assigned to an office to [REDACTED] Ext. 3001.

25X1A9a

~~CONFIDENTIAL~~
SECURITY INFORMATION